

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-09-11

TO: Management Staff

FROM: Roque R. Gerald, Psy.D.
Acting Director

DATE: May 27, 2009

RE: Procedures for Special Interest Investigations

The Child and Family Services Agency (CFSA) is committed to the highest quality procedures for investigating all reports of alleged child abuse and/or neglect. All information gathered during an investigation is considered essential knowledge for use by the Agency's Child Protective Services (CPS) administration which assesses the safety and well-being of any child at risk or any child considered to be an alleged victim. Through best practice and appropriate procedures, CPS is able to determine a plan of action for guaranteeing the child's ongoing safety, permanence, and well-being.

In the event that a report of suspected abuse or neglect involves an individual of special interest, the Agency shall provide an elevated level of confidentiality during the investigation phase to avoid any appearance of a conflict in interest or in any manner seem to jeopardize the professional impartiality that is a cornerstone of all CFSA CPS investigations. Individuals of special interest may include but are not limited to an elected or appointed official, including judges; an officer of the Metropolitan Police Department, including officers in the Youth Division; and/or employees of CFSA.

This administrative issuance outlines the procedures required during the investigation phase involving persons of special interest, as defined above. Any violation of this issuance may result in a professional reprimand or dismissal. If you have any questions regarding this issuance, please contact the Administrator for Child Protective Services.

CFSA Procedures for Special Interest Investigations

1. Only CFSA's Child Protective Services (CPS) administration shall conduct the investigation.
2. FACES access to all information related to the investigation shall be restricted to the assigned CPS investigator, his or her supervisor, program manager and administrator.
3. Upon receipt of the investigation for assignment to an investigator, the assigned CPS supervisor shall immediately contact the Director of CFSA's Child Information Systems Administration (CISA) or the supervisory security specialist and request that access to the special interest investigation be restricted.
 - a. The CPS supervisor shall provide his or her name to CISA, the names of the assigned CPS staff, including the investigator and program manager, along with the referral number assigned to the special interest investigation.

- b. CISA staff shall ensure that access to the identified special interest investigation is restricted to the identified CPS staff, i.e., the investigator, supervisor, program manager, as well as the CPS administrator.
- 4. *No one* outside of the assigned CPS staff shall participate in or have knowledge of the investigation, unless specified by the CFSA Director or designee.
- 5. All CPS staff shall maintain the standards of CFSA's Confidentiality Policy in addition to the elevated standards described in this issuance.

The CFSA Director or designee has the authority to grant an exception or waiver regarding knowledge of a special interest investigation. Exceptions or waivers may be provided to one or more of the following individuals: Deputy Directors as required or necessary, CFSA's General Counsel, officials from the Metropolitan Police Department (including the Youth Division), and/or others, as deemed appropriate by the CFSA Director or designee.